



# Office of the City Clerk

Weekly Report – for Week Ending October 31, 2014

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

To date, 959 of the required 1,514 polling places have been recruited.

To date, 248 applications have been received of the desired 800 applications for the City Employee Poll Worker Program.

A total of 59 high schools in the Los Angeles Unified School District have signed up for the Student Poll Worker Program (STAR). Staff met with 26 of the 59 teacher coordinators to discuss their role in recruiting student poll workers.

Staff is recruiting locations to conduct poll worker trainings. To date, 60 facilities have been booked, of these, 47 have completed contracts confirming the use of their facilities.

Staff attended the Martin and Chapman 2015 New Law and Elections Workshop on October 30 where State Election Code changes and procedures were discussed.

The resolutions/ordinances placing proposed charter amendments to change the City's municipal elections to even-numbered years beginning in 2020 was scheduled for a special Rules, Elections and Intergovernmental Committee Meeting and Council for adoption on Friday, October 31.

**Candidate Processing System Modifications** – The Election candidate processing system was modified in preparation for the new matching funds petition policy. The new enhancement allows for a second petition number to be assigned per candidate and the results of the second petition to be displayed alongside the original petition number results. This change will ensure that there are no two voters able to sign and be validated on both petitions.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	6/1
Number of Notices/Publications	19
Number of Contracts Attested	53
Number of Council Files Created	48
Number of Claims Received	110
Number of Referrals	55
Number of Council Meetings	4
Number of Committee Meetings	9

**Social Media** – City Clerk divisions met to discuss using HootSuite Social Media software to consolidate and manage the department's multiple social media accounts and content.

### Neighborhood and Business Improvement Districts:

A report relative to entering into a Memorandum of Understanding between the LADWP and City Clerk was to provide funding for BIDs to advertise business services provided by DWP was submitted to the Council for consideration.

## TOP ITEMS

- *Candidate Briefing on Saturday, November 1st*
- *Bi-Annual Systems Disaster Recovery Test Conducted*
- *59 High Schools Signed up for the Student Poll Worker Program (STAR)*
- *The 1<sup>st</sup> of 29 BID Annual Planning Reports Has Been Received for 2015*



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**2014 Annual Planning Reports:** The 1 remaining report of 27 was received. Substantial revisions are required. The report was returned to the BID's Board for revision and approval.

**2015 Annual Planning Reports:** 1 of 29 reports was received with requested date of November 1, 2014. The contracted due date is December 1, 2014. Larchmont Village Business Improvement District's Annual Planning Report was the first to be received and approved by the City Clerk. It will move forward to City Council.

**Fiscal** – Staff continued preparation of the FY 15/16 Proposed Budget; assisted in the reconciliation of the Business Improvement District Trust Fund and responded to an inquiry from the City Controller regarding inactive funds for City Council.

**AB1290/Council** – Staff has nine (9) contracts and amendments in process, closed out three (3) contracts, processed six (6) payments, and has six (6) close outs in progress.

**General City Purposes** – Staff received 18 GCP allocation requests, processed 15 invoices for payment, drafted 2 contracts, closed out 24 expired contracts, and completed the GCP Year End Report for FY 13-14.

**Personnel** – Staff worked on gathering new procedures and forms for Mayor Garcetti's Office Internship Program; conducted workplace violence prevention training for one Council office; conducted one new employee orientation and one FMLA orientation; continued efforts with the Personnel Department regarding proper utilization of the new NEO Gov program; and addressed a reasonable accommodation request for one City Clerk employee.

**Council File Management System** – The search function of the CFMS application was modified to improve the accuracy of the search results. With the same search criteria, recent council files display at the top of the results list. Older Council files will now have a lower ranking and displayed at the bottom.

**Disaster Recovery (DR)** – The semi-annual systems disaster recovery exercise was completed. The next disaster recovery exercise will be rescheduled for July to accommodate the Primary and General elections.

**Microfilm Conversion of City Council Minutes** – Seventeen (17) reels of microfilm containing Council Minutes were converted from microfilm to a digital format for online access this week. That brings our total to 176 reels converted this fiscal year and 389 reels total, which represent 83% of this year's project and 46% of the total four year project respectively. The City Council minutes are now available on line back to January of 1928.

**Public Outreach** – The Records Management Office and the City Archivist participated in the LA as Subject's 9<sup>th</sup> Annual Los Angeles Archives Bazaar in the USC Doheny Memorial Library on Saturday, October 25.

## ISSUES

**Foreclosure Registry Program Ordinances** – This item was continued on the Council Agenda for two weeks for compliance with the 10 day notice requirements.

## UPCOMING. . . .

**Elections 2015 Candidate Briefing** - The 2<sup>nd</sup> Candidate Briefing Presentation will be held at the Elections Center (Piper Tech) on Saturday, November 1<sup>st</sup>. To date, 53 people have expressed interest in attending.